

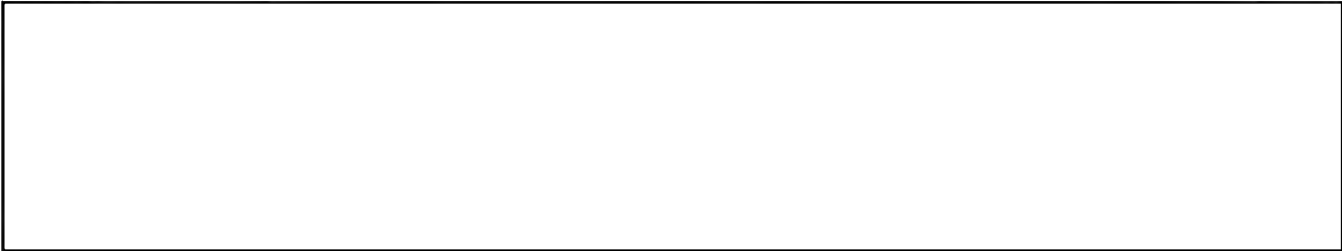
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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

12 September 1973

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2. Items of interest

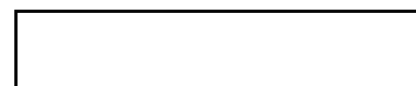
a. New Travel Regulation. We have received a copy of the new "Federal Travel Regulations" (FTR's) which replace the SGTR's and several OMB Circulars. The responsibility for such regulations has now been transferred to GSA. The new regulations have been incorporated into the Foreign Affairs Manual (6 FAM 190 FTR) and issued under Transmittal Letter GS-183, dated 10 August 1973. However, the effective date is stated as 1 May 1973. The Office of Finance is reviewing the new regs to determine what the impact on the Agency will be.

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the individual's location. Statements which are not identified by an asterisk between number codes will remain as before. - Personnel Office and Division Code. The statements should be reviewed before forwarding and those misaddressed should be returned to the Credit Union. Please ask your Personnel Officers to make some effort to establish identities and locations, and not merely return those not easily identifiable.

c. Conference Rooms. The DD/M&S is conducting a personal review of the conference rooms in use in Headquarters Building. There are 54 such conference rooms and 20 of them belong to the DDO. We have distributed a separate list of these 20 rooms. Could you please confirm the correctness of the list, adding any conference space which may not be listed and bring to our attention any room listed which is something other than a conference room. Could you also ask the person responsible for scheduling to maintain utilization records for the next three weeks. We should then like to have from you a short summary of the purpose and average utilization of each of them. Could we please have this report by October 12th.



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d. Space Requirements. Last week we asked that you advise us of any requirements for additional space or for modifications to existing space. So far we have heard from only a few components. Consequently, we assume that the others have no requirements. If this is incorrect, you should advise us immediately.

e. Personnel Reductions. As you approach your exercise in personnel reductions for this fiscal year, please be sure that the M&S Offices are kept advised, from the earliest stages, of the possibilities of the elimination of M&S slots. This is necessary to assure effective internal planning, and to avoid over-strength situations as a result of returning M&S careerists with no slots.

f. Book Dispatch 9105 - Administrative Allowance Committee. We have forwarded Book Dispatch 9105 to the posts listed in the attachment. Please advise us if there are other posts who should have it. The fact that a given post may or may not have NOC personnel at the present time is not the only consideration, since they may in the future, and Station personnel may need the information at other posts.

g. D/OTR has accepted 16 DDO officers on rotational assignments to OTR.

h. Awards Ceremony. The length of service ceremony/awards presentations by the DCI will take place in the auditorium on 18 September. An announcement will confirm time, place and date.

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i. Counter Terror Committee. The DDO has asked the SSA-DD/M&S to chair a working group on counter terror assistance, composed of representatives from CI/SO, [] [] OTS, OS and the six area divisions concerned. (Area Division Support Officers would appear to be logical divisional representatives for this working group.) Please let us know the name of your division's representative before 19 September 1973.

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